



**United States Bankruptcy Court  
Western District of Texas**

**2006-02-DEPAU  
June 5, 2006 - June 30, 2006**

**Deputy In Charge - Austin Division**

Homer Thornberry Judicial Building  
903 San Jacinto Blvd, Suite 322  
Austin, TX 78701

**Starting Salary Range  
CL30\***

**\$70,007 to \$87,533**

\*Starting salary is set considering human resource policies, qualifications, experience and applicant's current pay grade.

**Benefits Package includes:**

- *Vacation/Sick leave*
- *Family leave*
- *Family Medical Leave Act*
- *Ten paid federal holidays*
- *Federal Employee Retirement System*
- *Free parking*

**Optional Benefits Available**

- *Flexible benefits offering tax deferred savings account*
- *Long term care insurance*
- *Long term disability*
- *savings bonds*
- *Federal employees life insurance*
- *Thrift Savings Plan*

**Additional Information:**

*Employees of the Court are required to adhere to a code of conduct. A successful background check is required for employment with the court. This position is subject to mandatory electronic direct deposit of salary payments. Employees of the U. S. Bankruptcy Court are Excepted Appointments. Federal Civil Service classifications or regulations do not apply. Expenses for interviews or relocation are not authorized for reimbursement.*

**Position Overview:** The Deputy in Charge is administratively and technically responsible for the supervision of the Austin staff. The Austin office supports two Judicial Officers and their staff. This position will report to the Operations Manager located in San Antonio and will be required to travel. The Deputy in Charge will be accountable to court management for the quality and quantity of work done and for assuring efficient and economical work operations in the unit supervised. The incumbent will also offer direction and leadership and will interpret and advise staff on all management strategies, goals and objectives. The incumbent will keep subordinates informed of the policies and procedures of the organization as a whole. This position will represent the Clerk of Court in liaison activities and communications with bankruptcy judges, attorneys, other courts and the public. Duties include: directing and reviewing the work of subordinate employees; planning and carrying out the training and development of employees; evaluating employees' work performance, and developing recommendations to increase productivity and quality. The incumbent is also responsible for fiscal management.

***To qualify for the position, you must have the following:***

The position requires a minimum of three (3) years of specialized experience in a progressively responsible administrative, professional, or supervisory position. Incumbent should possess a history that provided an opportunity to gain experience and knowledge of the basic concepts, principles, policies and theories of management. The incumbent must possess exceptional leadership skills and be a proven problem solver who can provide innovative solutions to workplace problems and employee relations issues. The incumbent should have the ability to exercise mature judgment and the ability to understand the managerial policies applicable to the court unit. Experience in conducting performance evaluations, planning and scheduling work operations is a must. Candidates must have strong organizational commitment including the ability to be flexible and adaptable. To qualify for the CL30 one of these years should be at the CL29 level. Excellent written and oral communication skills and computer skills in a Windows environment, Adobe Acrobat and use of the internet are required. A bachelor's degree, knowledge of bankruptcy procedures, working knowledge of processes of the court system and experience in electronic case filing is preferred.

***To Apply:***

Submit a letter of interest, detailed resume, and salary history to:

Patty Cortez - De La Garza, HR Manager,  
U.S. Bankruptcy Court for the Western District of Texas  
615 E. Houston, Suite 546  
San Antonio, TX 78205

Resumes must be received no later than 5:00 p.m. on June 30, 2006. Faxes will be accepted at (210) 472-6215. If you send a fax, please do not follow up with an original. Applicants must be U. S. citizens or eligible to work in the United States. Due to the volume of applications received, the court will only contact those individuals invited for an interview. Interview candidates will undergo a background investigation which includes a fingerprint check. Employment is conditional based on the favorable results of these tests.